

Accounts Receivable (AR) Month-End Checklist

Last Updated: 06-03-2013, V.1.1.

Ensure that all Regular Deposits Applied to Items are STO approved and released

1. If the deposits have been agency approved but not STO approved, the accounting date will need to be updated to the current month. Request for STO to return the deposit back to the agency to update the accounting date.
2. If the deposit has not been agency approved, update the accounting date and approve on the agency side.
3. Deposits that have been processed but have posting errors:
 - Navigate to **Accounts Receivable > Receivables Update > Correct Posting Errors > Payment**.
 - Enter Business Unit (Deposit Unit).
 - Search for deposits with errors or a "Not Posted" status.
 - Correct errors and proceed with processing.

Ensure that all Direct Journal Regular Deposits are STO approved and released

1. The accounting date can be updated for a deposit in a closed period as long as it has not been approved by the agency. In order to do this the Admin must un-check the 'Complete' box on the Modify Accounting Entries page. Navigating back to the Regular Deposit Page it will prompt you to change the accounting date.
2. If the direct journal deposit has been approved by the agency, but not yet by STO, STO will need to send the deposit back to the agency for corrections and then you can follow the instructions in Step 1.

Ensure that posted Pending Items do not have errors

1. Navigate to **Accounts Receivable > Receivables Update > Correct Posting Errors > Online Items** to find errors.
2. Make corrections then change posting status (on the "Group Action" tab) to "Batch Standard," click OK, and Save.
3. If the Pending Item is not yet posted and is in a closed accounting period, it cannot be set to Batch Standard until the accounting date is updated to a current period. However, changing the date will require you to re-enter some values such as group type, customer, entry type, etc.

Verify that all **Interfunds** are Complete

An interfund query is available in the SMART system that will help agencies identify interfund transactions that have been approved on both sides but have not yet been posted to the sub-ledger.

1. The query will return results for either side (deposit or voucher) to which your agency is a party, and at least one of the following is true: 1) Voucher is not posted 2) Payment is not posted 3) Deposit is not posted. This query should give you an indication of transaction exceptions that may need further review. Depending on when you run the query, you may have interfunds that were approved in the current day's activity that have not yet posted in the nightly batch. It is recommended to run this query at least monthly and more frequently as fiscal year end close approaches.

Navigation: Reporting Tools->Query->Query Viewer

Search By Query Name: **KS_INTRFNDS_APPR_NOT_POSTED**

Click on Excel link to open in Excel.

User will enter Business Unit.

2. Another interfund query that is available shows interfunds for your agency (both Initiated and Reciprocating) that are attached to a Deposit ID or Voucher ID and are pending approval/action.

Navigation: Reporting Tools->Query->Query Viewer

Search By Query Name: **KS_APAR_PENDING_INTRFNDS**

Click on Excel link to open in Excel.

User will enter Business Unit.

Job Aid: [Searching for Interfunds Needing Reciprocation](#)

